

Conference Specifics

The registration fee is \$335 per attendee. The registration fee covers the cost of the conference, materials, reception, two breakfasts, two lunches and refreshments. A late charge of \$10 will be added effective April 28. A full refund will be made for all cancellations received before that date. Note: Credit card payments will appear on your statement as paid to Sylvester Management Corporation.

Location and Accommodations

The conference will be held at the Royal Sonesta Hotel Boston, Five Cambridge Parkway, in Cambridge MA, just across the Charles River from downtown Boston. A room rate of \$179 (single or double) is available for hotel reservations made by April 27. Call, toll-free, 1-(800) SONESTA or locally, (617) 806-4200, to make hotel reservations. To receive the special rate, you must notify the hotel that you are attending the FEC conference. After April 27, room rates are based on availability. Parking is available at the hotel for a fee of \$13 per day/\$19 overnight.

How to Register:

To register, complete the enclosed registration form or register online at www.fec.gov/pages/infosvc.htm#Conferences. For registration information, call Sylvester Management Corporation at 1-(800) 246-7277 or send an e-mail to lauren@sylvestermanagement.com.

For information on the program, call the Federal Election Commission toll-free at 1-(800) 424-9530 (press 1, then 3) or locally at (202) 694-1100.



Federal Election Commission
999 'E' Street, N.W.
Washington, D.C. 20463



FEDERAL CAMPAIGN FINANCE LAW CONFERENCE

For Trade Associations,
Membership Organizations and
their Political Action Committees

Boston, MA
May 25-26, 2004

FEDERAL ELECTION COMMISSION
Washington, D.C. 20463

The Federal Election Commission is holding a comprehensive, two-day training conference in Boston, Massachusetts for trade associations, membership organizations and their political action committees. This conference is designed to help these particular organizations understand and comply with the federal campaign finance law, including the new requirements of the Bipartisan Campaign Reform Act (BCRA). The conference will provide an overview of the basic provisions of the federal election law and discuss its specific requirements as they apply to trade associations, membership organizations and their PACs. In addition, a representative from the Internal Revenue Service will be available to answer election-related tax questions.

Space is limited, so please register by April 27. Registrations are limited to two attendees per organization and will be accepted on a first-come, first-served basis. If you have any questions, call the Commission at 1-(800) 424-9530 (press 1, then 3) or locally at (202) 694-1100. We look forward to meeting with you.

May 25, 2004

7:45 – 8:45	Registration/Breakfast
8:45 – 9:15	Welcome Conference Overview
9:15 – 10:45	Basics of the Law: the Big Picture *Contributions – limitations and prohibitions *Independent expenditures *Disclaimers – new rules *FEC's role
10:45 – 11:00	Break
11:00 – 12:30	Team Workshops: PAC Fundraising, Part 1 (Choose one) Option A1: Trade Association PACs *Restricted class *Prior approval *Solicitation notices *Collection of contributions Option A2: Membership Organization PACs *Restricted class *Solicitation notices *Collection of contributions

IMPORTANT: For today's fundraising team workshops, choose the option that applies to the organization you are representing. Option A1 is for trade associations – defined in FEC rules as membership organizations whose membership is engaged in a similar or related line of commerce or business and who are organized to promote and improve the business conditions of their members. Option A2 is for all other types of incorporated membership organizations (e.g., chambers of commerce, qualified 501(c)(4) nonprofit corporations). If you are unsure of which team to choose, contact the FEC for assistance at 1-(800) 424-9530 or, locally, at (202) 694-1100.

12:45 – 1:45	Lunch/Roundtable Discussions At each table, an FEC Commissioner or staff member will informally discuss a topic related to federal campaign finance law. A list of the different table topics and discussion leaders will be provided at registration. Sit at the table of your choice.
2:00 – 3:30	Team Workshops, continued: PAC Fundraising, Part 2 *Combined dues/solicitation statements *Raffles and silent auctions *Meetings *Written and electronic communications *Matching charitable contributions
4:00 – 5:00	Reception An opportunity to wind down the day while networking with FEC Commissioners, staff and fellow attendees.

May 26, 2004

8:45 – 9:45	Breakfast with the IRS A guest speaker from the IRS will give an overview of the tax rules and answer attendee questions about tax law.
9:45 – 10:00	Break
10:00 – 11:30	Breakout Sessions: (Choose one) Option B1: FEC Reporting for PACs *Filing requirements *Disclosing federal contributions and expenditures *Filing amendments Option B2: Communications on Behalf of Federal Candidates and Parties *Potential audiences and messages *Electioneering communications by qualified nonprofit corporations *Coordination with campaign or party staff
11:45 – 12:45	Lunch/Speaker A guest speaker will talk about the implementation and enforcement of the BCRA, as well as BCRA litigation and pending regulations.
1:00 – 2:30	Organizing Political Events on Behalf of Federal Candidates and Parties *Candidate appearances, "meet and greets" and fundraising events *Rules for organization involvement *Use of facilities and resources by campaigns, parties and individuals
2:30 – 2:45	Break
2:45 – 3:45	Wrap-Up Panel Discussion *Q/A with senior FEC staff *Sticky issues

FEC Conference Registration Form

Name:

Position:

Organization:

Street Address:

City/State/Zip:

Telephone Number:

FAX Number:

E-mail Address:

Tuesday, May 25 Team Workshop Selection

Please check one of the following options:

☐ Option A1: Trade Associations

☐ Option A2: Membership Organization

Wednesday, May 26 Breakout Selection

Please check one of the following options:

☐ Option B1: Reporting for Political Action Committees

☐ Option B2: Communications on behalf of
Federal Candidates and Parties

To register, choose one of the three options below:

1. Mail registration form and fee by April 27, 2004 to:

Sylvester Management Corporation
PO Box 986
Irmo, SC 29063

Please make check (\$335) payable to Sylvester Management Corporation; note FEC 2004 Boston Conference on the memo line, as applicable. **Note:** Credit card payments will be credited as paid to Sylvester Management Corporation on your statement. For credit card payments, please complete:

I authorize payment to my credit card below:
Credit Card

☐ Visa[®] ☐ MasterCard[®] ☐ American Express[®]

Card Number Expiration Date

Name on Card

Billing Address

Signature of Cardholder

2. Fax registration form and credit card payment information to (803)732-0135.
3. Register online at: www.fec.gov/pages/infosvc.htm#Conferences